

Trustees of the Manchester City Library  
Hunt Room  
Minutes – September 15, 2008

**Approved**

Called to order the Monthly Meeting at 3:35pm.

**In Attendance:** Trustees Joanne Barrett, Madeleine Roy, Jack Shea, Patricia Cornell, Jeff Hickok, and Chair Karen Sheehan Lord. Also, present Library Director Denise van Zanten, Foundation Liaison Jessica Ashby, Aldermanic Liaison Peter Sullivan, Charles Matthews and Bill Sirak, Citizens Bank.

**Minutes:**

Motion made by Trustee Roy to accept the minutes of the executive session held on June 16, 2008, seconded by Trustee Barrett, all in favor.

Motion made by Trustee Barrett to accept the minutes of the regular board meeting held on July 21, 2008, seconded by Trustee Shea, all in favor.

**Staff Visit:** Kathleen Norton, our Teen Librarian, gave a review of the teen programming she has instituted. She has also started to make connections in the schools and is attending open houses at the middle schools. Kathleen is organizing events for Teen Read Week, which is October 12-18, 2008 and has a theme of “Books with Bite”.

**Executive Session:** A motion was made at 3:45 pm by Trustee Roy, seconded by Trustee Hickok to go into executive session according to RSA 91-A: 3II(b). The purpose of the session was to discuss a personnel issue. Motion made at 3:55 pm by Trustee Shea, seconded by Trustee Hickok to return to regular session.

**Investment Policy:** Charlie Matthews and Bill Sirak from Citizens Bank reviewed our current portfolio and that the state has recently changed the law allowing for Trustees of Trust Funds to invest their funds under both the Prudent Man and the Prudent Investor methods. Mr. Matthews will forward an updated copy of our Investment Policy for Trustees to review prior to their next meeting.

**Director's Report:**

Personnel – Restructuring plans are going slowly. Meeting being set up with Head of Human Resources to discuss. We will begin the hiring process for four vacant page positions in the coming weeks.

Saturday openings: The city budget for Fiscal Year 2010 may not allow for us to expand hours so Director van Zanten has asked the Trustees to table this until after the budget

process is complete. We would need to make a decision for any changes to library hours by June 2009.

Polaris: System came up at the branch on 8/27<sup>th</sup> and the main library on 8/28<sup>th</sup>. Things are going smoothly as library staff continues to learn the new system. There have been some bumps as we ran into problems with the City's Network only being at Windows 2000, which has affected offline functions. We are currently running our circulation Polaris off our training laptops, which have Windows XP. Lichen Rancourt and Director van Zanten will be working with Information Systems to move our staff network to VISTA in the very near future.

Wish List: Administrators will be updating this list.

Cote Estate: Items continue to be listed at Sloan and Kenyon. The check was deposited from the estate for \$108,506.11. Director van Zanten asked for direction on how to allocate the funds. Trustee Roy made a motion and seconded by Trustee Barrett, to move \$75,000 into the Allen Gene Cote named Trust Fund as part of our investment accounts and the remainder of the funds to be kept aside for special library projects. All in favor.

Building Issues: Main Library flooding is being addressed. Awaiting an estimate on the damages from Harry Ntapalis, City Risk Manager. Branch has had some vandalism.

One Card Program: Our kickoff on September 6<sup>th</sup> went very well. Mayor Guinta and his family joined other library users. The branch is having their event this Saturday October 20<sup>th</sup> from 11 am to 1 pm and will have clowns as their special guests.

Gates Foundation's Advocacy Symposium: Director van Zanten and Head of Technology Lichen Rancourt attended this three-day conference in Portland Maine last week. Programs about library advocacy and raising funds were very informative.

City: Mayor Guinta is asking for quarterly reports of Department spending of our Fiscal Year 2009 budgets. Our first report is due October 15<sup>th</sup>. Mayor Guinta has also told Department Heads that we will begin the Fiscal Year 2010 budget process in November.

## **Finance Report**

Director van Zanten had the Trustees sign off on the MS9 and MS10 reports on library trust funds. These reports are to be done annually and were prepared by Citizens Bank for us.

## **Foundation Report**

Trustee Barrett reported that the last Foundation meeting was cancelled and they are meeting this Thursday.

A motion was made by Trustee Barrett and seconded by Trustee Roy to approve the new by-laws for the Foundation. All in favor.

**Old Business:** None

**New Business:**

Lunch to be set up with Kevin Devine for his years of service on the Library Board of Trustees by Trustee Barrett.

Next meeting of the Library Board of Trustees will be held at the West Branch on Wednesday October 22<sup>nd</sup> at 3:30 pm.

Director van Zanten asked the Trustees to consider closing the libraries' early on December 24<sup>th</sup> and December 31<sup>st</sup>. A motion was made by Trustee Cornell, seconded by Trustee Barrett to close both libraries at 3 pm on these days and for the library administration to work with staff on handling scheduling. All in favor.

Trustee Barrett made a motion to accept the nomination of Steven Solomon to the Library Board of Trustees, term to expire in 2015, seconded by Trustee Roy. All in favor. A joint meeting with the Board of Mayor and Aldermen to finalize this nomination is scheduled for September 16<sup>th</sup> at 7:30 pm.

Adjourned at 5:15pm